

CONFIDENTIALDD / S REGISTRY
FILE Personnel 17

DD/S 68-3216

25 JUN 1968

MEMORANDUM FOR: Director of Personnel

SUBJECT : RCPS Progress Highlights -- May 1968

Bob:

25X1 I discussed [] May report with [] on 25 June 1968, particularly with respect to paragraph 5 of the report. 25X1

Ken furnished us with samples of the letters that he has been preparing for your signature, and explained that these letters are only given to those departing employees whose files contain no adverse comment.

Mr. Bannerman has raised the question, however, as to whether such letters should be furnished on a routine basis, or only to those employees who specifically request a letter. I would appreciate your advice on this point.

SA-DD/S:RBW:dlk (25 Jun 68)

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[] 25X1

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